# How to Post a Job in Handshake
Handshake Homecare Instructions

Once your employer account has been created and approved, you will receive an email notification. This email signifies that you are ready to start posting jobs for students to apply for. Follow the step by step instructions below to learn more about this process.
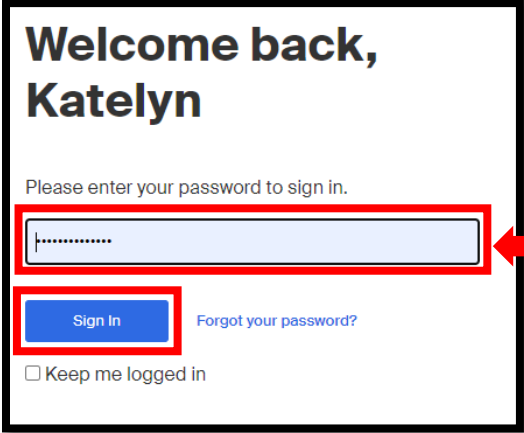
1. Go to the Handshake login page using this link and click on the button that says "Current Student & Existing Handshake User Login."
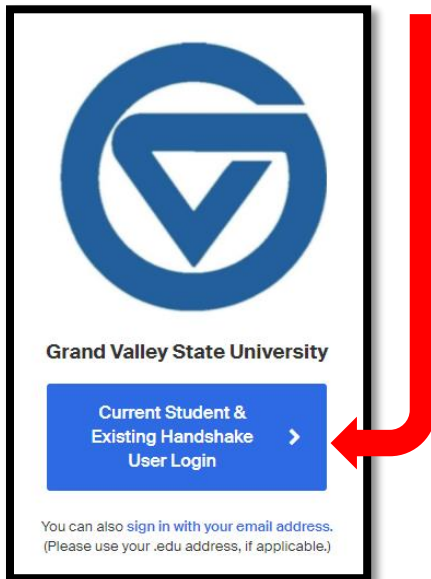
2. Enter the email address you used to create your account.

3. Click "Next."

4. Enter the password you chose when creating your account. If you can't remember, please contact Handshake using their Help Center. Our office is unable to help retrieve Handshake passwords.
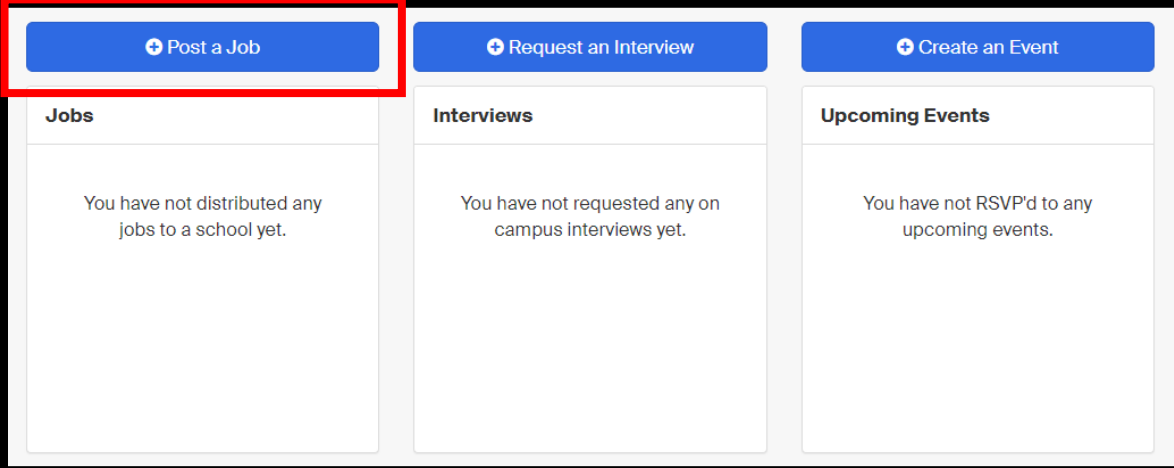
5. Click "Sign In."

After logging in you'll be able to view your homepage which is the central hub of your employer account. This is also where you'll start off when creating a job posting.

6. Click on the button in the top left corner that says "Post a Job."

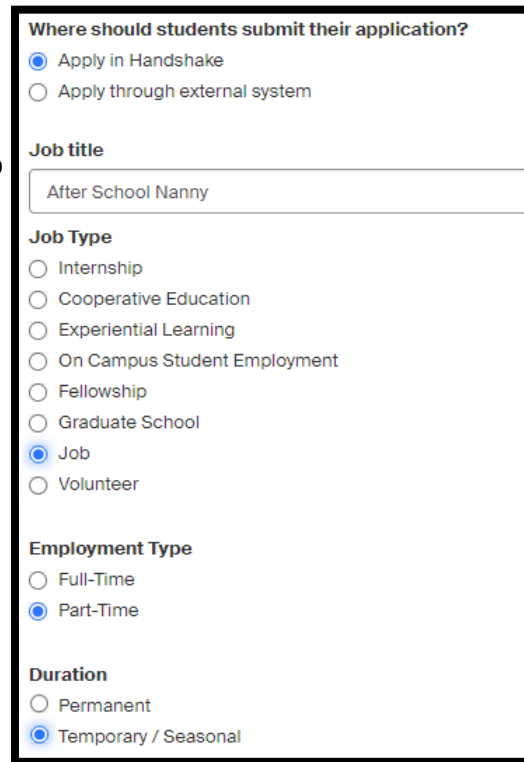You will now be able to start adding the specifics of your job posting.

7. Select "Apply" in Handshake for the first prompt. (Unless you have your own external application, in which case you can select the second option).

8. Enter a job title that most closely relates to the work the student would complete.

9. For Job Type, please select "Job."

10. For Employment Type, please select "Part-Time."

11. For Duration, please select the option that best fits your situation. If you are unsure, select "Temporary / Seasonal."

Where should students submit their application?
- ● Apply in Handshake
- ○ Apply through external system

Job title

After School Nanny

Job Type
- ○ Internship
- ○ Cooperative Education
- ○ Experiential Learning
- ○ On Campus Student Employment
- ○ Fellowship
- ○ Graduate School
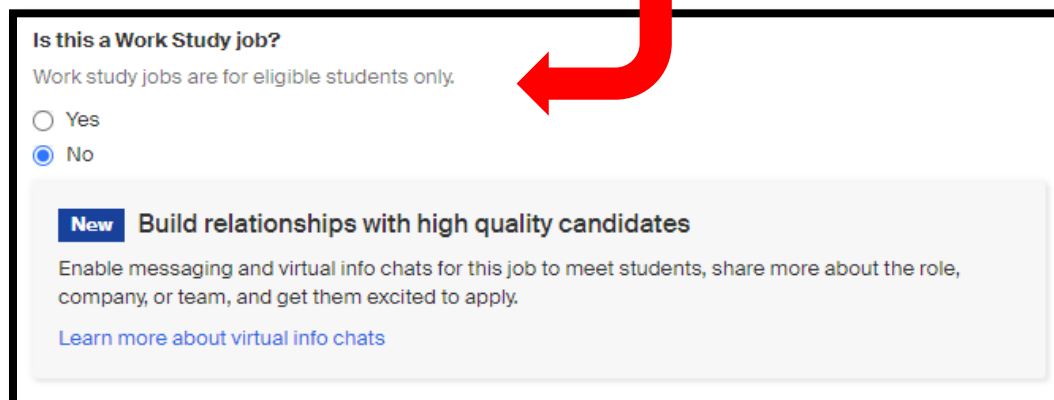- ● Job
- ○ Volunteer

Employment Type
- ○ Full-Time
- ● Part-Time

Duration
- ○ Permanent
- ● Temporary / Seasonal

12. Select "No" when asked whether or not this is a Work Study job.

Is this a Work Study job?
Work study jobs are for eligible students only.
- ○ Yes
- ● No

New Build relationships with high quality candidates

Enable messaging and virtual info chats for this job to meet students, share more about the role, company, or team, and get them excited to apply.

Learn more about virtual info chats

13. a. Select whether or not you would like applicants to contact you via Handshake. If you are unsure, you can select "No, I'd rather candidates apply without contacting me." You will still be able to reach out to candidates.

Are you open to speaking with interested candidates?

💬 Yes, I want interested candidates to reach out to me for a conversation	⊘ No, I'd rather candidates apply without contacting me

b. If you DO want candidates to reach out to you, select which methods you would like them to use.

How do you want candidates to contact you?

☑ Message me on Handshake
☑ Schedule a virtual info chat based on my availability

Important: you don't currently have any available times to meet with students. You'll be prompted to set up your availability for virtual info chats after you create this job.

Candidate experience if you have times available

Job Title

Sign up for a virtual chat

Ask about a role, company culture, or how to succeed in the application process.
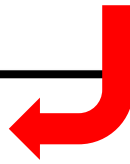
ⓘ Learn more

KJ

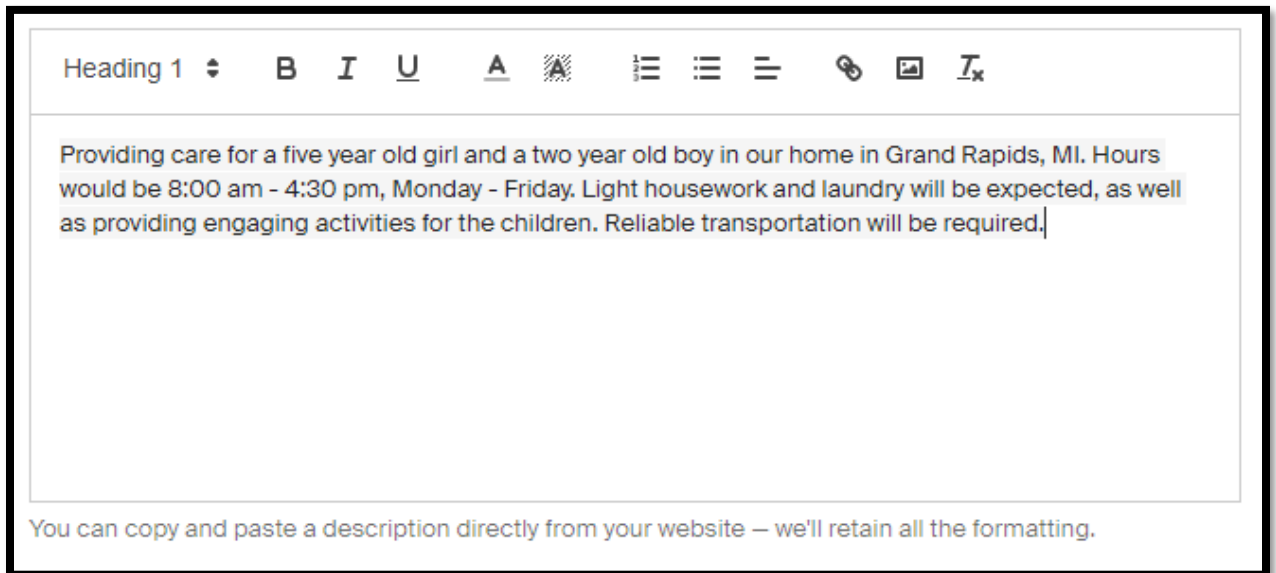**Katelyn Johnson**
Homeowner

Find 15 minutes

Send a message

See how to set your profile photo

14. Click on the "Details" button at the bottom of the screen to move on.

| ‹ | Basics | **Details** | Preferences | Schools | Preview | Next › |

15. Enter a good job description explaining the tasks the student would be performing. This could include ages of children or other persons (if necessary).

Heading 1 ⬍   **B** *I* U̲   A   A̲   ⿻   ⿻   ⿻   🔗   🖼   𝑇ₓ

Providing care for a five year old girl and a two year old boy in our home in Grand Rapids, MI. Hours would be 8:00 am - 4:30 pm, Monday - Friday. Light housework and laundry will be expected, as well as providing engaging activities for the children. Reliable transportation will be required.

You can copy and paste a description directly from your website — we'll retain all the formatting.

16. Enter the number of students you need to fill this position.

How many students do you expect to hire for this position?

1

This number can be approximate and will not be displayed to students.

17. Specify that the job is paid and then enter the rate. Please keep in mind that this rate must meet Michigan Minimum Wage requirements if the job is taking place in Michigan. We will not approve any jobs that do not meet this requirement. More information on current Michigan wage rates can be found [here](#).

Estimated salary
- ● Paid   ○ Unpaid

$ | 12 | Per hour ▾

Enter a number, not a range. Specifying a salary value is optional.

18. Enter a job location by typing in the city the work will be taking place in. You will be given a drop-down menu to select the location.

Job location

Allendale, Michigan, United States

+ add another location

☐ **Allow remote workers**

19. For the question related to U.S. work authorization, select "Yes."

Does this position require U.S. work authorization?
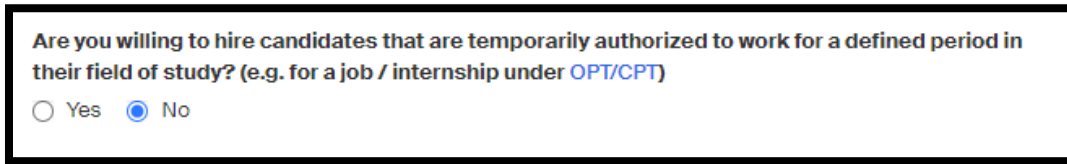- ● Yes   ○ No

20. For the question related to sponsoring a work visa, select "No."

Eligibility for international students (non-US citizens or permanent residents)
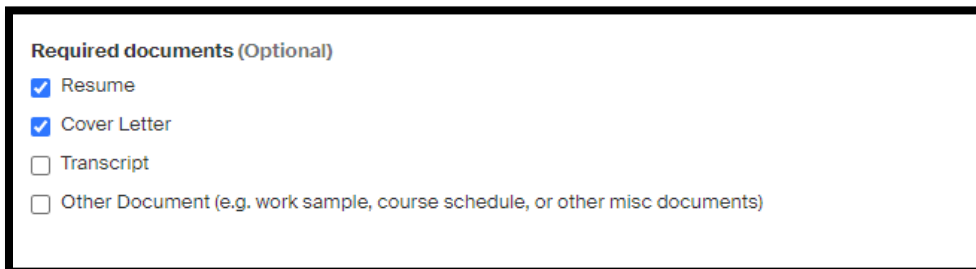**Would you sponsor a work visa for the right candidate?**
- ○ Yes   ● No

21. For the question related to temporary authorization, select "No."

Are you willing to hire candidates that are temporarily authorized to work for a defined period in their field of study? (e.g. for a job / internship under OPT/CPT)
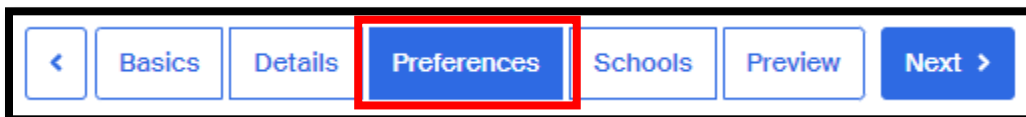
○ Yes   ● No

22. Select the documents you would like to have the students provide. If you do not require any documents you do not need to make a selection.
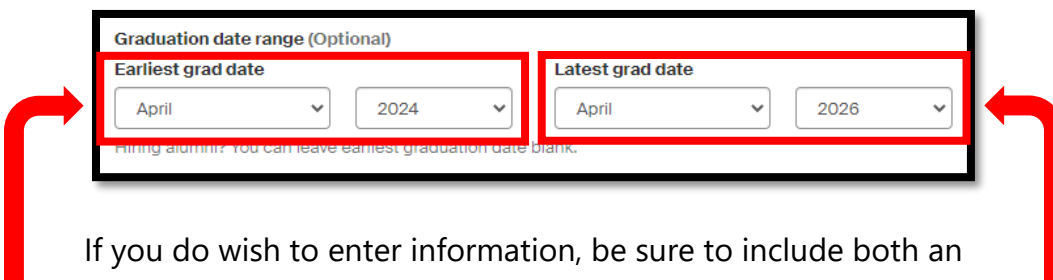
Required documents (Optional)
☑ Resume
☑ Cover Letter
☐ Transcript
☐ Other Document (e.g. work sample, course schedule, or other misc documents)

23. Click on the "Preferences" button to move on to the next stage.

| ‹ | Basics | Details | **Preferences** | Schools | Preview | Next › |

24. If you have a graduation date preference for your student applicants, please enter them in the boxes. This step is optional.

Graduation date range (Optional)

Earliest grad date

| April | 2024 |

Latest grad date

| April | 2026 |

Hiring alumni? You can leave earliest graduation date blank.

If you do wish to enter information, be sure to include both an "Earliest grad date" and a "Latest grad date."

25. If you have a school year preference, select the necessary boxes under "School Years." This step is optional.

School years (Optional)
- ☑ Freshman
- ☑ Sophomore
- ☑ Junior
- ☑ Senior
- ☐ Masters
- ☐ Doctorate
- ☐ Alumni
- ☐ Postdoctoral Studies
- ☐ Masters of Business Administration
- ☐ First Year Community / Technical College
- ☐ Second Year Community / Technical College
- ☐ Certificate Program

Minimum GPA (Optional)

3.8

26. If you have a GPA preference, enter it in the "Minimum GPA" box. This is optional.

27. If you have a preference as to which Major the student the student is involved in, you can select that in the "Major Categories" section. This step is optional.

Major categories (Optional)
- ☐ Agriculture, Food & Horticulture - 0 of 9 majors selected
- ☐ Arts & Design - 0 of 19 majors selected
- ☐ Business, Entrepreneurship & Human Resources - 0 of 24 majors selected
- ☐ Civics & Government - 0 of 10 majors selected
- ☐ Communications - 0 of 7 majors selected
- ☐ Computer Science, Information Systems & Technology - 0 of 10 majors selected

28. Next you will select how you would like to receive applications. You can either choose to receive an email of all applicants once your job expires or you can choose to receive an email after every application. You can also select both options and receive an email after every application as well as when your job expires. Finally, you can choose if you only want to receive applications from students who match all of your job preferences.

29. After selecting your job and applicant preferences, click the button at the bottom of the page titled "Schools."

The following page will allow you select which schools you would like your job to be posted at. This is where you will select Grand Valley State University.

30. In the search bar, start typing the name of your preferred school and click on the one you would like your job to be posted through.

31. Set the dates that you would like the job application to open at close for all schools selected.

32. If you would like different application start and end dates for each school, these can be selected to the right of each school section.

33. Once your schools and application dates have been entered, click "Preview."

This next page will give you a preview of what students will see when they view your job posting. This is a good opportunity to make sure that all of your information is correct.

34. If everything looks correct, click the "Save" button in the bottom, right-hand corner of the page. This will send your job to the selected schools for approval.

Once you have created your job, you will receive a summary page of the job that show the job is in "Pending Status."

No schools have approved your job yet.

Sit tight! Matches will show up here once schools approve your job.
See school approval statuses →

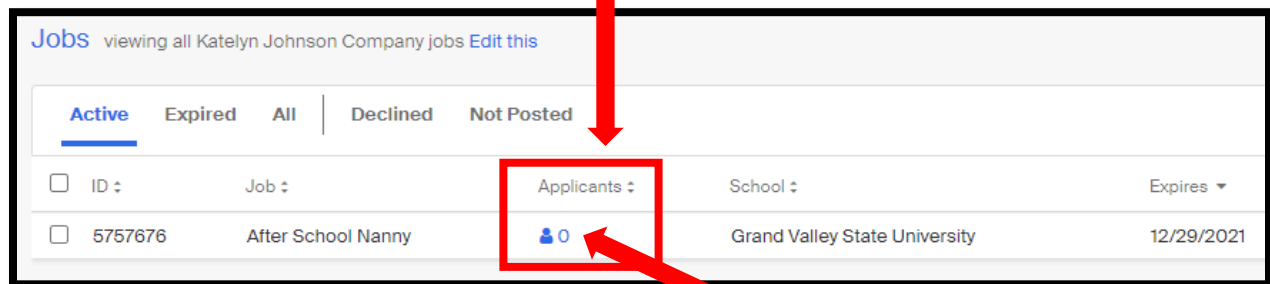| School	Status
Grand Valley State University	Pending

All jobs will come to GVSU Student Employment for approval before being posted. Please allow 2-3 business days for this process to take place. If we feel that further information is needed, you will be contacted via Handshake.

You will receive an email notification once your job has been approved.

To view applicants in Handshake, click on the "Jobs" tab on the left bar of your Handshake homepage.

Handshake

Home
My Profile
Company Profile

Postings
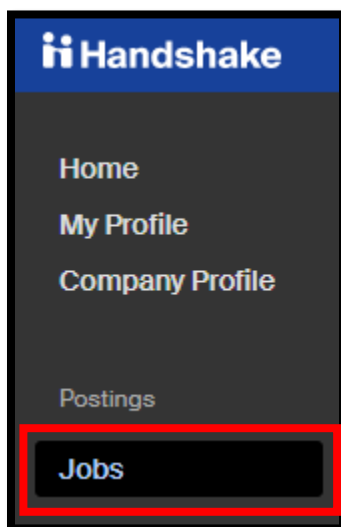
Jobs

In your "Active" jobs section, you will see your job listed along with the amount of applications you have received.

To view your applicant information in detail, click the blue number under "Applicants."

If you have any additional questions about this process after going through this How-To document, please feel free to reach out.

Phone: 616-331-3238

Email: studentjobs@gvsu.edu

GVSU Student Employment Office reserves the right to remove any job posting at any time if the position is found to be fraudulent or deceitful in any way.